

**NOTICE TO ATTORNEYS REGARDING SUBMISSION  
AND SERVICE OF ORDERS TO COURT**

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**(1) NUMBER OR COPIES**

A minimum of an original + 1 copy [for UST] of every proposed order must be filed. Additional copies sufficient in number to accomplish service of notice of entry on contesting parties and for return of a conformed copy (if desired) must be provided in addition to the minimum number. See Local Bankruptcy Rule 9022.

A conformed copy will be returned by mail to the party securing an order only if a postage-paid self addressed envelope is provided. Otherwise, the conformed copy will be placed in a pick-up box located in the public intake area for that purpose.

**(2) NOTICE OF JUDGMENT OR ORDER**

The Clerk, U.S. Bankruptcy Court will serve notice of entry on contesting parties in accordance with Rule 9022 Fed.R.Bankr.P.

The Clerk, U.S. Bankruptcy Court will transmit a conformed copy of all orders and judgments to the Office of the United States Trustee.

The party who secures an order or judgment shall forthwith serve a copy of said order or judgment on the Chapter 13 Trustee/Case Trustee and any affected party.

This notice does not supersede any specific requirements outlined in separate default procedures utilized for proceedings in Rochester and Watkins Glen.